Guidance for Requesting Creation of a ProjectWise Folder
and Submitting Environmental Documents
to Michigan Department of Transportation Local Agency Program

Updated October 2023

This guidance document provides steps for a local agency to request a ProjectWise (PW) folder and submit environmental documents to the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for review and approval.

All federally funded transportation projects require the local agency to prepare and submit applications and documentation for environmental clearance. These include submitting cultural resources documentation as well as environmental certification, using MDOT Form 5323 "NEPA LOCAL AGENCY ENVIRONMENTAL CLEARANCE FORM".

To request creation of a PW folder, use the guidance at:

Steps to Request a ProjectWise (PW) Folder

To submit the environmental documents, use the guidance in the section below, at:

Steps to Submit Cultural Resources Documentation
Steps to Submit Environmental Clearance 5323 NEPA Form

Please submit the 5323 NEPA Form prior to the Grade Inspection (GI) submittal. The MDOT LAP Staff Engineer will be notified on the NEPA status when the MDOT LAP Environmental Coordinator changes the state to "Reviewed" or "Approved". See the current Project Planning Guide on the LAP website for applicable timeframes.

Finally, a reminder that MDOT requires all documents be digitally signed prior to the approval of Environmental Clearance Form 5323. Please **do NOT sign until instructed by the NEPA Coordinators.**

Steps to Request a ProjectWise (PW) Folder

1. The local agency or consultant emails MDOT-ProjectWiseLocalAgency@Michigan.gov requesting to create PW folders. Please include the following information. **Do NOT include any other information with this email.**

    - MDOT Job Number(s)

        Confirm job number(s) prior to making a request.

        Job numbers can be obtained from JobNet, your local planning agency, MDOT Planning, or MDOT LAP Unit Obligation Specialist (UOS) (formerly designated as the Project Development Engineer (PDE)).

        If multiple jobs numbers are being packaged together include all job numbers in the request.

    - Local Agency (LA) name

    - Project location information including street names and limits of the proposed work.

    - Contact information for those who require access to the PW folder including name and email address of the LA person in responsible charge of the project, as well as for the LA engineering consultant if applicable.

    - Method of project delivery (ie MDOT letting or local force account)

    - MDOT TSC office in which the project is located.

    - MDOT LAP UOS and LAP Staff Engineer. See the LAP website for contact information, at www.michigan.gov/mdotlap

2. The LA and its consultant, if named, will receive two emails from MDOT-ProjectWiseLocalAgency@Michigan.gov with notification that the PW folder has been created.

    The first email acknowledges the request for a PW folder and will either state that the folder will be created or will indicate if additional information is needed.

    The second email will indicate that the PW folder, along with all required subfolders, has been created and is available to use. The three folders created in PW for NEPA use are:

        1- LA 5323 NEPA Submittal
            Cultural Resources
                CR Supporting Documents

    If the user does not receive the emails within three business days then contact MDOT-ProjectWiseLocalAgency@Michigan.gov and request assistance.

Steps to Submit Your Cultural Resources Documentation

1. Prepare the documents for the Section 106 Cultural Resources review and submit the required applications into the Cultural Resources subfolder within "1- LA 5323 NEPA Submittal" folder.

   Refer to the [Guidance Document 2-15-2023 (michigan.gov)](#) excepted list to determine the types of project categories:

   > Excepted (Group 1),
   > Conditionally Excepted (Group 2),
   > Not Excepted (Full Review).

2. Complete and upload the following documents to the Cultural Resources subfolder, as applicable:

   > [ARCHAEOLOGICAL SENSITIVITY INQUIRY](#) (ARSI- Group 2)
   > [CONDITIONAL EXCEPTIONS DOCUMENT](#) (CED- Group 2)
   > [MDOT LAP SECTION 106 APPLICATION](#) (106APP- Full Review)

   Use the following file naming convention:

   > JN (Job number), document type (ARSI, CED, and 106APP), Date (year-mm-dd).(file extension)

   Place all supporting documentation (maps, plans, photo, documents, etc.) in the CR Supporting Documents sub folder within the Cultural Resources subfolder that is within the "1- LA 5323 NEPA Submittal" folder.

   Use the following file naming convention for each supporting document:

   > JN (Job number), document type (Support Type: maps, plans, photo, documents, etc.), Date (year-mm-dd).(file extension)

3. Change the state on documents in the Cultural Resources subfolder (ARSI, CED, and 106APP) by right clicking on the document, then scroll down to "Change State", then click on "Next". The state of the Cultural Resources Document will show as "Submitted" after the state is changed.

   Please email MDOT LAP Cultural Resources staff, at MDOT-LAP-Section106-Reviews@michigan.gov.

   If a consultant is changing the state and sending the email, include the LA person in responsible charge of the project, so the local agency is aware of the submittal.

Steps to Submit Your Environmental Clearance 5323 NEPA Form

1. Complete MDOT Form 5323 NEPA [LOCAL AGENCY ENVIRONMENTAL CLEARANCE FORM](). Use the following file naming convention:

   Job Number(s)_5323_MMDDYYYY_[version].

2. Place the 5323 NEPA Form and all attachments into PW folder "1- LA 5323 NEPA Submittal". The file state of the 5323 NEPA Form will show as "Pending" after the file is placed in the PW folder.

3. Change the state on the 5323 NEPA Form by right clicking on the document, scroll down to "Change State", then click on "Next". The state of the 5323 NEPA Form will show as "Submitted" after the state is changed.

   Please email the MDOT LAP Environmental Coordinator at [MDOT-LAP-NEPA-Reviews@michigan.gov]()

   If a consultant is changing the state and sending the email, include the LA person in responsible charge of the project, so the local agency is aware of the submittal.